

**On-Site Assessment Committee Teleconference  
June 13, 1997**

The On-Site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Friday, June 13, 1997. Mr. Wayne Davis facilitated the meeting in the absence of Mr. Gary Bennett, Chair. A list of action items is shown as Attachment A. A list of participants is shown as Attachment B.

Section 2.5 - The committee approved two wording changes proposed by Wayne Davis. They were:

- a) Change 1 - First Paragraph, First Sentence - Insert "apparently" between "has" and "occurred".
- b) Change 2 - Third Paragraph, Second Sentence - Replace "activity has occurred" with "intent is apparent".

After much discussion, the Committee thought it best to propose the inclusion of another Section (2.6) entitled Safety and Health Disclaimer. This Section would be patterned after a current AIHA document regarding the same. The proposed Section will read as follows:

"Section 2.6" The sole purpose of an on-site assessment is to evaluate the ability of an environmental laboratory to perform selected analyses satisfactorily to attain NELAC accreditation. Although the on-site assessment has no specific safety and/or health related component(s), any oral or written statement(s) made by the assessment team regarding such is/are gratuitous. In addition, the absence of any such statement(s) should not create an inference that the laboratory is operating without hazard. However, the assessment team retains the authority to withhold accreditation for those parameters for which serious safety and/or health related problems are documented until such time that the problems are corrected."

Mr. Steve Ankabrandt, speaking on behalf of he and Mr. Gary Bennett, moved that Section 3.3 entitled "Timeliness in Reporting and Integrity in Record Keeping" be moved to Chapter 4 as it relates more closely to the "Accreditation Process" than to "Assessor Conduct". Their motion was unanimously approved.

As Section 3.3 was moved to Chapter 4, the third bullet of the introductory paragraph of Chapter 3 was deleted.

Section 3.1, Item 4 - Wording changed to "Assessors shall not use information obtained as a result of an on-site assessment for his/her private gain."

Section 3.1, Item 7 (existing) - Renumbered as Item 10.

Section 3.1, Item 9 (Proposed) - To read "Assessors shall not establish a consulting relationship with an organization that they have evaluated for a period of one year after the assessment".

Item 10 (existing) - Renumbered as Item 11.

Section 3.1, Last Paragraph, Last Sentence -

- a) Item 1 - "Will" substituted for "may"
- b) Item 2 - Delete "on a periodic basis, when they become known, and/or".

Section 3.2, Confidentiality of Information - The Committee agreed that the Section should be shortened considerably and referenced to Section 3.4.5 of the On-Site Assessment Standard (as proposed). Mr. Steve Ankabrandt will attempt the re-write by the next conference call. The Section should also champion CBI training for assessors.

**NOTE:** Although Section 3.3 will be moved to Chapter 4, the Committee voted to address existing concerns with the Section during the conference call.

Section 3.3.1, Item 4 - Reworded to read "A statement of the objectives of the assessment, including the monitoring of any deficiencies cited during the last site visit.

Section 3.3.1, Paragraph 3

"In accordance with Section 3.7.5 of the On-Site Assessment Standard, final reports will first be made available to the responsible official(s) at the laboratory. However, all final reports will eventually be made available to the public on request. Confidential Business Information or information relevant to an on-going enforcement investigation is considered exempt from public disclosure."

Section 3.3.2, Bullet 1, Sentence 1 - "When" used in place of "prior to".

Section 3.3.2, Bullet 3 - Delete entirely.

Section 3.3.2, Bullet 4 - Delete entirely.

Section 3.3.2, Bullet 5 - Delete "(also completed in ink)".

Section 3.3.2, Bullet 6 - Delete "(and negatives)".

Section 3.3.2, Bullet 8 - Should read "The final report."

The next conference call was tentatively set for June 27 from 12:30 to 2:30 p.m. EDT, providing that Gary Bennett could arrange it with the EPA network.



Action Items  
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Item No.	Action	Date Completed
1.	Dr. Steve Ankabrandt will rewrite Section 3.2, Confidentiality of Information, and reference to Section 3.4.5 of the On-site Assessment Standard.	

**List of Participants**  
**On-Site Assessment Committee Teleconference**  
**April 30, 1997**

<b>Name</b>	<b>Affiliation</b>	<b>Telephone No.</b>
Gary Bennett Chair	USEPA, Region IV, SESD	Tel: 706-355-8551 Fax: 706-355-8803
Steve Ankabrandt	Eastman Chemical	Tel: 423-229-2657 Fax: 423-229-3677
Steve Baker	Arizona Dept. Of Public Health	Tel: 602-255-3454 Fax: 602-255-3462
Rosanna Buhl	Battelle Ocean Sciences	Tel: 617-934-0571 Fax: 617-934-2124
Roy Covert	AIHA	Tel: 615-824-2543 Fax: 615-824-2543
R. Wayne Davis	SC Dept. Of Health and Env. Control	Tel: 803-935-7025 Fax: 803-935-6859
George Dilbeck	USEPA, OAR, Las Vegas	Tel: 702-798-2104 Fax: 702-798-2109
Douglas W. Later (Absent)	Mountain States Analytical, Inc.	Tel: 801-973-0050 Fax: 801-972-6278
Marlene Patillo (Absent)	Maryland Dept. Of the Environment	Tel: 410-631-3646 Fax: 410-631-3735
William S. Toth, Jr. (Absent)	SAIC	Tel: 301-924-6131 Fax: 301-924-4594